

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

11 Items

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

Directorate of Administration

3. MINOR SUBDIVISION

Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. K. J. Bilek

5. TEL. EXT.

767-4496

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 30 MAR 1977	JOB NO. NC1AFU 77 77
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
4-18-77 (Date)	<i>James B. Rhoads</i> Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

25 MAR 1977

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center">MEDICAL FACILITY EQUIPMENT REPORTING SYSTEM (167-3) (Applicable Air Force-Wide)</p> <p>See attached new table 167-3 which provides disposition instructions for computer generated documentation associated with medical equipment. The output products from this system will become effective July 1977. The recommended retention and disposition will adequately serve all Air Force requirements.</p>		

Sent to agency 4/20/77

MEDICAL FACILITY EQUIPMENT REPORTING

R U L E	A	B	C	D
	If Documents Are Or Pertain To	Consisting of	Which Are	Then
1	Transaction Reject List	Mechanically prepared listing of errors detected during computer processing	Records of transactions that were mechanically determined to be invalid and were not processed or a message displayed to indicate incomplete master records	Destroy after assurance of correct computer processing or after all analytical and management purposes have been served.
2	Transaction Register	Mechanically prepared register prescribed in chapter 29, AFM 167-240	Reports of all valid transactions input to a processing cycle	Destroy on receipt and validation of a complete master list.
3	Tape Control List	Mechanically prepared list	Records showing creation date of last updated master, cost center and control file	Destroy upon receipt and validation of next processing cycle.
4	Cost Center Master List		Records of all valid activities	Destroy upon receipt of new list.
5	Equipment Requirement Worksheet		Report of all durable supply and equipment items identified for use in the new facility	Destroy upon receipt and validation of new list.
6	Equipment Purchase List		Report of items requiring procurement action and/or provides status of items due in	Destroy upon receipt and validation of new list.

TABLE 167-3

MEDICAL FACILITY EQUIPMENT REPORTING

R U L E	A	B	C	D
	If Documents Are Or Pertain To	Consisting of	Which Are	Then
7	Dollar Value Recapitulation	Mechanically prepared list	Report of items requiring procurement action and/or provides status of items due in	Destroy upon receipt and validation of new list.
8	Warehouse Space Required/ In-Use/Available		Report of the dollar value of all items required, due in, in storage, in use, installed and short	
9	Equipment Installation Requirement List		Reports of all items requiring installation and/or some type of utility requirement	
10	Master List		List of all master records	
11	Budgetary List		Report of all financial data by item, type item and fiscal year	